

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Smith, Joseph	Rank / Grade SGT/E-5	Social Security No. 123-45-6789	Date of Counseling 2 Aug 02
Organization HHC, Your Unit, APO AE 09123		Name and Title of Counselor SFC Jones, John P / Platoon Sergeant	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

You are being counseled on your failure to pay your DPP at the Post Exchange. For the last threes month you have failed to pay a total of \$324.34. The chain of command has been informed that the payments will be deducted from your pay if the total amount is not rendered within 15 days.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- o Budget plan
- o Over extended finances
- o Root cause for the lateness on payments
- o Failure to meet financial obligations could result in UCMJ
- o Are creditors late receiving payments?

In addition to being counseled on the points above, he/she received counseling on the following: (1) That continued behavior similar to that for which he/she has been counseled may result in punishment under Article 15, UCMJ, court-martial, or adverse action such as a bar to reenlistment, suspension of favorable personnel actions (promotion, retention, school), or other appropriate administrative sanctions; (2) That if this behavior continues that separation under the provisions of AR 635-200 may be initiated; (3) That if separated prior to ETS, that he/she could receive either an honorable, general, or other than honorable discharge for their current term of service, or their term of service would be uncharacterized if they have served less than 180 days on active duty; (4) The basis for each characterization of service and the discharge certificates received for each and that his/her character of service would become part of a permanent record and may be provided to any Federal agency if they were to apply for either federal employment or security clearance; (5) The possible effects that each type of discharge would have on reenlistment, civilian employment, veterans benefits, and related matters; (6) That a general discharge would cause loss of civil service retirement credit; (7) That an other than honorable discharge would result in him/her being reduced to the lowest enlisted rank, loss of payment of accrued leave, and loss of all benefits administered by the Veterans Administration and other federal and state agencies; (8) That separation prior to ETS may preclude him/her from enlisting in any component of the Armed Forces; (9) That separation prior to ETS may cause him/her to lose their entitlement to education benefits and money paid into the Army College Fund; (10) That separation prior to ETS may cause him/her to repay any unearned bonus received for enlistment or reenlistment; (11) That it would be unlikely that any attempt to have his/her characterization of service upgraded would be successful; (12) That he/she is encouraged to make every reasonable effort to ensure his/her performance and conduct meet military standards; (13) That he/she would be given a reasonable effort to bring their substandard performance and conduct to acceptable military standards.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

o Attend the post budget counseling class 10 Aug 02

o Make an appointment with the Unit Financial Advisor to get a budget drawn up within two weeks

o Based on the budget, draft a plan to make payments to all creditors and provide a copy to the chain-of-command within three weeks

o If over budgeted consider, consolidating some of the bills

o Stick with the budget until the financial problem has been resolved

o Follow-up with the chain-of-command monthly until the financial problem is taken care of.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / disagree with the information above

Individual counseled remarks:

Signature of Individual Counseled: Joseph Smith Date: 2 Aug 02.

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

Enroll soldier in the post budget counseling class. Schedule an appointment for the soldier with the Unit Financial Advisor. Review the budget plan. Follow-up monthly to ensure the soldier is staying within budget and all are being paid.

Signature of Counselor: John P. Jones Date: 2 Aug 02.

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Assessments done on:

1 Sep 02 Paid all bill listed within the budget plans

2 Oct 02 Paid all bill listed within the budget plans

29 Oct 02 Phone bill was not completely paid due to \$115 increase in long distance charges. Soldier contacted the phone company and paid \$75 and will pay the balance on 15 Nov 02.

Counselor: John P. Jones Individual Counseled: Joseph Smith Date of Assessment: 30 Sep 02.

Note: Both the counselor and the individual counseled should retain a record of the counseling.